

<b>Solicitation Mailing List Application</b>		1. Type of application: <b>9</b> Initial <b>9</b> Revision		2. Date	
<b>NOTE:</b> Please complete all items on this form. Insert N/A in items not applicable. See reverse for instructions.					
3. Submit to	Bureau of Reclamation Lower Colorado Regional Office P.O. Box 61470 Attn: LC-3116 Boulder City NV 89006-1470		4. Applicant	a. Name	
				b. Street Address	
				c. City	d. State
5. Contact Information			6. Address to which solicitations should be mailed (if different from Item 4)		
a. Telephone No. (Include Area Code)			a. Street Address		
b. Fax No. (Include Area Code)			b. City	c. State	d. ZIP code
c. E-mail address (i.e., name@company.com)			7. DUNS No. (See explanation on reverse)		
8. Size of Business (See definitions on reverse)  <b>9</b> Small Business <b>9</b> Other than Small Business			9. Type of Ownership (See definitions on reverse) (Not applicable for Other than Small Businesses)  <b>9</b> Disadvantaged Business <b>9</b> Woman-Owned Business		
10. Identify Equipment, Supplies, and/or Services in which you are interested (See attached list of applicable project types handled by this procurement office)					
The information supplied herein (including any attached pages) is correct and neither the applicant nor any person (or concern) in any connection with the applicant as a principal or officer, so far as is known, is now debarred or otherwise declared ineligible by any agency of the Federal Government from making offers for furnishing materials, supplies, or services to the Government or any agency thereof.					
11a. Name of Person Authorized to Sign (Type or print)			12. Signature		
11b. Title of Person Authorized to Sign (Type or print)					

## INSTRUCTIONS

Companies or individuals who would like to be added to the Bureau of Reclamation Lower Colorado Region's general project mailing list database should complete this Solicitation Mailing List Application in its entirety. Please use the attached supplemental list of product and service codes applicable to work this Region procures. These product and service codes should be placed in Item 10 of the Application. Do not include descriptions of the work your company performs in lieu of the product and service codes. Doing so will necessitate our office returning the application to you for clarification, and this will delay processing the application.

After submitting the completed application to this office, you will receive periodical notices of work for which you indicated an interest. If at any time you would like to be removed from our mailing list, or the information you provided has changed (i.e., your company moved), please contact us.

### **What is a DUNS No.?** (See Item 7)

The Data Universal Numbering System (DUNS) number is a nine-digit number assigned by Dun and Bradstreet Information Services. The DUNS number is specific to a company's address and identifies the company name with its location. We include this information in our database to avoid duplicate listings and to differentiate between multiple locations with the same company name.

### **How do I get a DUNS No.?**

If you do not have a DUNS number, or aren't sure if you have one, you should contact Dun and Bradstreet directly. A DUNS number will be provided immediately by telephone at no charge. For information on obtaining a DUNS number, if you are located within the United States, call Dun and Bradstreet at 1-800-333-0505. You should be prepared to provide the following information:

- (1) Company name.
- (2) Company address.
- (3) Company telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the company was started.
- (7) Number of people employed by the company.
- (8) Company affiliation.

If you are located outside the United States, you may obtain the location and phone number of the local Dun and Bradstreet Information Services office from their Internet home page at [www.dnb.com](http://www.dnb.com).

### **Business Size Definitions** (See Item 8):

a. Small business concern - A small business concern for the purpose of Government procurement is a concern, including its affiliates which is independently owned and operated, is not dominant in the field of operation in which it is competing for Government contracts, and can further qualify under the criteria concerning number of employees, average annual receipts, or the other criteria, as prescribed by the Small Business Administration. (See Code of Federal Regulations [CFR], title 13, Part 121, as amended, which contains detailed industry definitions and related procedures.)

b. Affiliates - Business concerns are affiliates of each other when either directly or indirectly (i) one concern controls or has the power to control the other, or (ii) a third party controls or has the power to control both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationship.

### **Type of Ownership Definitions** (See Item 9):

a. "Disadvantaged business concern" means any business concern (1) which is at least 51 percent owned by one or more socially and economically disadvantaged individuals; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and (2) whose management and daily business operations are controlled by one or more of such individuals.

b. "Woman-owned business" means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.